

Position Vacancy Announcement - Campus-Wide Internal Search Instructional Technology Manager

Kansas State University is seeking internal applicants for an Instructional Technology Manager in the Information Technology Assistance Center. This position will manage and lead the Instructional Technology unit, including a staff of five FTEs and ten student technicians. Applicants will be restricted to current Kansas State University employees.

Responsibilities

- Manage and lead the Instructional Technology unit including a staff of five FTEs and 10 student technicians.

- Manage the technology classroom and the university computing lab and InfoCommons environments, manage the design and build of new technology classrooms and the maintenance of existing technology classrooms. Participate in oversight of budgets for both.

- Ensure all projects are well-planned, monitored, have a quality assurance component, are on track and within budget; Develop quality assurance documentation for functions within the unit and monitor progress; participate in quality assurance monitoring of tech classroom/studio/conference rooms/university computing labs and InfoCommons.

- Build coalition among the Instructional Technology unit and partners to foster the generation of new plans and solutions for instructional technology at K-State; explore new opportunities for expanding supported instructional environments at K-State.

- Ensure that all members of the Instructional Technology unit are in appropriate positions, meeting the requirements of their job and adhering to university and information technology policies; evaluate full-time staff and students within the Instructional Technology unit. Foster an environment that appreciates the contributions of all and is committed to continuous quality improvement.

- Monitor adherence to information technology policies and report violations to the iTAC Director.

- Provide oversight for service-level agreements as they relate to instructional technology environments.

- Uses appropriate communication channels to address changes in the instructional technology environment; inform the iTAC Director of progress on all projects.

- Work on the development, dissemination and evaluation of satisfaction surveys for instructional technology customers; work collaboratively across the university.

- Represent the iTAC Director as appropriate.

- Serve on iTAC and other university committees as appropriate.

- Pursue professional development.

- Perform other duties as they relate to meeting the needs of Information Technology Services and goals of the campus community.

Mandatory Qualifications

- Bachelor's degree in information technology or related field

- A minimum of three years experience in managing full time employees and student technicians
- Experience in building, maintaining, managing technology classroom upgrades including planning, designing, building and maintaining and planning computing lab environments
- Proven track record of being able to successfully coordinate multiple projects simultaneously and collaborate with individuals on a design/build team
- Proven record of providing detailed, timely and relevant evaluations of staff
- Experience in a higher education environment
- Must be a current employee of Kansas State University

Preferred Qualifications

- M.S. Degree or higher in a relevant field of study
- Experience with desktop management solution

Salary or Range: \$53,500 - \$58,500

Applicants must submit:

1. Cover letter reflecting how skills meet the requirements of the position
2. Resume
3. Names, phone numbers, and e-mail addresses of at least three professional references

Submit application materials to vhoran@ksu.edu or:

iTAC Instructional Technology Manager Search
c/o Viki Horan
400J K-State Foundation Center
Kansas State University
Manhattan, KS 66506

Screening of applications begins October 16, 2009, and will continue until position is filled. Questions may be directed to Viki Horan at vhoran@ksu.edu .

Kansas State University is an equal opportunity employer and actively seeks diversity among its employees. Background check required.